

**NOTE:** Applications received under this vacancy announcement will be rated using delegated examining procedures only under this agency's delegated examining authority.

This position is also being advertised under Merit Promotion procedures. Please follow the instructions outlined under Vacancy Announcement #05-EDCA-10 (MS) to be considered under those procedures.

**TITLE, SERIES, GRADE:** Administrative Assistant (OA)  
GS-303-6

**SALARY RANGE:** GS-6: \$32,048.00-\$41,664.00 per year\*

**\*NOTE:** Salary range contains multiple steps. In most cases, the salary will be set at the starting end of the range.

**TYPE OF APPOINTMENT:** Permanent/Full Time

**PROMOTION POTENTIAL (IF ANY) TO:** None

**VACANCY ANNOUNCEMENT NUMBER:** 05-EDCA-09(DEU)

**AREA OF CONSIDERATION:** Any U.S. Citizen

**OPENING DATE:** 3/18/05

**CLOSING DATE:** 3/25/05

**DUTY LOCATION(S):** United States Attorney's Office, Eastern District of California, Sacramento, CA

**NUMBER OF VACANCIES:** One

**POINT OF CONTACT:** Martha Bryant

**CONTACT PHONE:** 916-554-2749

**TDD:** None

**Send application package to:** United States Attorney's Office  
ATTN: Human Resources Office  
501 I Street, Suite 10-100  
Sacramento, CA 95814

**NOTE:** Applications will not be accepted via fax, e-mail, or internet.

Satisfactory completion of a one year probationary period is required.

**DUTIES:** This position encompasses duties in various administrative functions to include the following:

**Administrative:** The incumbent prepares and transmits time attendance records for assigned personnel. Ensures that leave, overtime, and compensatory time is approved and used in accordance with Department of Justice requirements. Serves as a point of contact on matters concerning time and attendance, leave policies, and regulations ensuring accurate information is provided. Maintains a knowledge of all automated time and attendance operating procedures and program capabilities. Serves as the primary point of contact for the preparation of travel authorizations and travel vouchers for employees in the Sacramento office. Follows General Services Administration (GSA) and Department rules and regulations pertaining to government travel.

**Procurement:** Processes and controls expert witness fees and expenses. Conducts analysis to ensure that prices for expert witness services are reasonable and in accordance with regulations. Advises attorneys and support staff on contracting laws pertaining to expert witnesses and litigation consultants. Monitors funding and notifies the appropriate staff if additional funding will be required. Tracks dates on the contract and prepares modifications to the original contract if necessary. Assists in verifying that all charges are legitimate and proper for payment. Orders supplies and equipment from GSA, private vendors, and local vendor accounts and maintains suspense system to ensure timely delivery of all orders. Exercises delegated authority to procure, purchase, and/or contract for supplies and equipment in accordance with Federal Acquisition Regulations (FAR). Incumbent maintains signatory authority to enter into and administer contracts on behalf of the United States Attorney's Office, Eastern District of California.

**Personnel:** Assists Human Resources staff by processing security clearance documents for law clerks, contractors, and Grand Jury Court Reporters in accordance with Department and EOUSA policies and procedures. Prepares and coordinates paperwork for background investigations when required/requested, including forms and fingerprints. Completes credit checks for inclusion in packages. Completes all vouchering of prior employers and personal references as part of the security process. Ensures that law clerks, contractors, etc., are cleared with an appropriate and timely security clearance. Serves as the main contact for training. Disseminates course information, works with supervisors to ensure that employees have access to work-related training, completes training forms, and maintains records of training activities for each employee. Distributes training evaluations to employees and supervisors upon completion of

training course and maintains training evaluation files for the District. Processes documents for Special Assistant United States Attorney (SAUSA) appointments and extensions in accordance with EOUSA and office policies and procedures. Updates SAUSA log as appointments are made and extended. Monitors SAUSA appointment and extension expiration dates and coordinates with appropriate personnel to determine whether extensions are necessary. Ensures that lapses do not occur. Assists the Human Resources staff with new employee orientations by preparing orientation packages and providing District and personnel information to new employees upon arrival in the office. Provides assistance in maintaining official personnel files, employee performance files, training and other personnel files for the District. Ensures files are maintained in accordance with Office of Personnel Management and Department regulations and policy.

Other: Provides clerical assistance to the Administrative Division, including typing, filing, and photocopying. Produces a variety of written documents utilizing varied and advanced word processing, database, and spreadsheet software functions. A qualified typist is required. Performs other duties as assigned.

**Note:** This position requires some lifting and carrying of packages, pouches, or bags weighing up to 50 pounds and occasional lifting and carrying of heavier materials.

#### **QUALIFICATION REQUIREMENTS:**

**Applicants must indicate their typing speed on their resume/application. Applicants must be able to type at least 40 words per minute. Failure to list typing speed might preclude an applicant's employment consideration. Applicants may be asked to certify or demonstrate their typing proficiency.**

Applicants must meet all requirements identified in the Qualification Standards for General Schedule Positions for Clerical and Administrative Support Positions, GS-05, GS-06 and above, issued by the Office of Personnel Management.

At the GS-6 level, applicants must have at least 52 weeks of specialized experience equivalent to at least the GS-5 level.

Specialized experience is work directly related to the duties of the position to be filled (as described above), which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of this position. Qualifying specialized experience for this position would include substantive clerical/administrative experience in an office or

organization with independent responsibility for processing automated time and attendance records, purchasing supplies and equipment for the office, preparing travel documents for employees, providing various human resources support functions, performing office automation duties and/or other similar administrative functions.

Applicants must have the ability to operate a personal computer.

Applicants must meet all qualification requirements by the closing date of the vacancy announcement.

**EVALUATION METHODS:** Basically qualified applicants may be evaluated further to determine those who are best qualified. A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks. An examiner will review the application and responses to the KSAs and assign points of Superior (3 points), Satisfactory (2 points), Barely Acceptable (1 point), or No Experience (0 points), to each KSA. Total points will be transmuted to an overall score between 70 and 100. The Rating Schedule/Crediting Plan contains examples of tasks that demonstrate the degrees of Superior, Satisfactory, and Barely Acceptable experience. Failure to address the KSAs may result in a lower score.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Fully address each factor on a separate sheet of paper. Give examples of duties and work experience which have provided the following knowledge, skills, and abilities (KSAs). Failure to submit this information may result in a lower score in the ranking process. The factors are:

- 1) Knowledge of administrative concepts, practices, and procedures sufficient to perform or provide a variety of administrative support services. (Describe experience performing various administrative duties in such areas as personnel support, travel, time and attendance processing, purchasing supplies and equipment or other similar functions.)
- 2) Ability to plan and organize work. (This position entails performing duties in several different administrative areas and requires the ability to organize and prioritize work in order to effectively manage multiple and different responsibilities. Describe your experience in setting priorities, in meeting those priorities, and in coordinating your work with the work of other employees. Describe the type of

administrative duties performed and in what setting and how you accomplished the varying workload.)

- 3) Knowledge of Federal or other procurement rules, regulations, and procedures. (Describe experience using Federal/state/local or other procurement regulations and procedures to purchase supplies and services for the agency or organization.)
- 4) Ability to communicate orally. (Describe your education, training or experience from which you have learned to clearly express your thoughts in order to gather information, respond tactfully, and provide assistance to others. Provide examples of the most difficult encounters you have been faced with when dealing with other employees or the general public.)
- 5) Skill in operating a personal computer and various software programs to input and retrieve information, and to produce documents, correspondence, charts, spreadsheets, reports, etc. (Describe the types of programs you have experience with. Give examples of the types of information you input into an automated database and if you also had responsibility for updating the system.)

**HOW TO APPLY:** Applications received under this announcement will be rated using competitive procedures only under this agency's delegated examining authority.

**PLEASE PRINT AND COMPLETE THIS SECTION, AND SUBMIT WITH YOUR APPLICATION PACKET**

Applicants must submit the following information:

1. The Optional Application for Federal Employment (OF-612), an SF-171, **OR** a resume. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm> or through a self-service phone system at (478) 757-3000 or TDD (478) 744-2299. If a resume is submitted, it must include all of the following applicable information (applications submitted in the other approved formats listed above should also include all of

the following applicable information):

**PERSONAL INFORMATION:**

- a) Full name, mailing address, and day and evening phone numbers including area codes
- b) Social Security Number
- c) Country of citizenship (this position requires United States citizenship)
- d) Veterans' preference
- e) Reinstatement eligibility (attach a copy of your SF-50 as proof of status)
- f) Highest Federal grade held, job series and length of time served at that grade

**EDUCATION:**

- a) Names of high school attended, city, state, and zip code, date of diploma or GED
- b) Name of college and university attended, city, state, zip code
- c) Majors, type and years of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- d) Copy of college transcripts if the job vacancy requests it

**WORK EXPERIENCE:**

Give the following information for paid and unpaid work experience related to the job for which you are applying (do not send job descriptions):

- a) Job title (include series and grade if a Federal job)
- b) Duties and accomplishments
- c) Employer's name and address and supervisor's name and phone number (indicate if we may contact your current supervisor)
- d) Starting and ending dates (month and year), hours per week, and salary

**OTHER QUALIFICATIONS:**

- a) Job-related training courses (title and year)
- b) Job-related skills, e.g., other languages, computer software/hardware, tools, machinery, typing speed
- c) Job-related certificates and licenses (current only)
- d) Job-related honors, awards, and special accomplishments, e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates, but do not send documents unless requested).

2. A separate narrative statement addressing the required knowledge, skills, and abilities (KSAs).

3. A statement indicating your typing skill and speed **OR** self-

certify your typing speed by completing the following statement:

**I certify that I can type (       ) words per minute.**

Signature

**4. CTAP and ICTAP CANDIDATES:** To receive selection priority, all surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who: satisfies all medical, physical, education, experience, and selective placement factors for the vacant position; meets the established cut-off score of the crediting plan (a score of at least 85 or above without veteran's preference points based upon the responses to the knowledge, skills and abilities evaluation criteria listed above); and, can satisfactorily perform all duties of the position within a reasonable orientation period (e.g. 30 days). CTAP and ICTAP candidates must submit documents which show proof of their eligibility for selection priority. Documentation includes a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection, a copy of the most recent performance rating, and a copy of a SF-50 showing their current position, grade level, and duty location. Please annotate the application to indicate that you are applying as a CTAP or ICTAP eligible. CTAP/ICTAP applicants who are applying for selection priority to a position with promotion potential, must provide evidence that the position for which you have received a separation notice from or from which you were separated has the same promotion potential as the position for which you are applying. Failure to submit such documentation will disqualify you for selection priority.

**5. VETERAN'S PREFERENCE:** Veterans must submit a copy of their DD-214 as proof of entitlement to veteran's preference. Veterans claiming a 10-point preference must also submit an Application for 10-Point Veterans Preference (SF-15), a letter from the Veterans Administration or a branch of the Armed Forces dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay, or other appropriate documentation listed on the Standard Form 15 (SF-15) Application for 10-Point Veteran Preference (Revised December 2004).

**OTHER INFORMATION:** Applications must be received or postmarked no later than the closing date of this announcement. Failure to submit all required documents may result in a lower ranking in the evaluation process. Relocation expenses are not authorized. The announcement number must be indicated on the application package. Applications submitted at the Government's expense will not be considered. This includes those submitted in Government

franked envelopes and those transmitted to a Government fax machine. Applications will not be accepted via e-mail or internet. Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or nonmembership in an employee organization, or on the basis of personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed earlier in the vacancy announcement. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.